Q1. Would it be possible to view a sampling of the VR Counselors Orientation via the World Wide Web? As described on page 19, number 1.

A1. The VR Counselor Orientation is not available via the World Wide Web, as a log-in ID and password are necessary to access the program. See attachment 1 of this Q & A for a more detailed description of the module.

Q2. What are the expected deliverables for Section C, number one Project Search? Please provide an all-inclusive list. As described on page 23, number 1.

A2. In collaboration with the Medicaid Infrastructure Grant (MIG) the respondent will provide statewide coordination of Project SEARCH Indiana. The respondent's primary responsibility is to provide administrative support to the MIG-funded Project SEARCH activities and to ensure the integrity of the Project SEARCH model in existing and new sites. The MIG is supporting the following deliverables:

- Identification of new sites, selected in partnership with VR through a Request for Funding (RFF)

- Technical Assistance (TA), Quality Assurance (QA), and Training to all sites (there are currently 10, with goal of up to 12 sites by December 2011)

- Coordination and facilitation of monthly meetings with each individual site and quarterly statewide meetings with all sites

- Data collection and analysis; provide coordination and oversight of submission of Indiana data in national Project SEARCH database

- Collaboration with national Project SEARCH office

Q3. What are the expected deliverables for section C, number 2 Corporate Job Development? As described on page number two.

A3. In collaboration with the Medicaid Infrastructure Grant (MIG) the respondent will provide administrative support to the MIG-funded, VR corporate job development (CJD) initiatives. The respondent will work in collaboration with the VR Employment Unit. The MIG is supporting the following deliverables:

- Marketing to businesses and other partners about the CJD initiatives

- Building new relationships with 10 businesses each quarter
- Enhancing existing business partnerships
- Creating internal capacity to hire individuals with disabilities with 5 new businesses per quarter
- Providing CJD training to providers and VR staff, including webinar training (currently a Webinar series of 10 courses on working with specific companies and topics related to key systems & supports in corporate development)
- Supporting expansion/creation of 6 provider networks or coalitions across the state
- Developing a "best practice" manual in relation to Provider Networks & ongoing support of local businesses partner(s)
- Expanding State-of-the-Art Single Point of Contact
  - Developing 20 Business focused based Single Point of Contact Strategic Plans
  - Creating a Single Point Of Contact (SPOC) Training Program
  - Developing SPOC "best practice" document that discusses selection, funding, etc.

Q4. What are the deliverables for Section B fourth dot (page 23) "Respondent to ensure a partnership with various state agencies, school corporations, VR employment providers and VR to improve transition from school to work for youth with disabilities?

A4. The respondent will be expected to develop/maintain a relationship with, at a minimum, Vocational Rehabilitation Services, the Indiana Department of Education, the Special Education Directors located in school corporations across the state and the entities that provide employment services to youth with disabilities. The respondent will be expected to have a working understanding of how the various laws that touch students with disabilities are interconnected.

Q5. What deliverables are expected in general concerning trainings, including the leadership academy?

A5.

1) Respondent will ensure that existing modules are maintained and updated as needed.
2) Respondent will ensure that new training modules will be developed.
3) Respondent will ensure that training opportunities exist in the areas identified in the RFP (including an estimated number of people who will be trained).
4) Respondent will, based on knowledge of the rehabilitation field and current trends/surveys, etc, identify other training areas that will be conducted through this funding including an estimated number of people who will be trained.

Q6. What are the expected deliverables as they relate to collaboration with other partners?

A6. The respondent will be expected to develop/maintain collaborative partnerships with those entities that provide VR services pertaining to employment of individuals with disabilities, i.e. community rehabilitation programs. Also, any training that is developed must dovetail and correctly reflect information from other sources that provide support to individuals with disabilities who are seeking competitive employment. This means that the respondent must develop/maintain relationships with state agencies such as the Bureau of Developmental Disabilities Services, the Division of Mental Health and Addictions, etc.

Q7. Are the current products or trainings under contract with the state, the property of the state and transferable to a new contract?

A7. Yes

Q8. Does the response to the proposal have to address every portion of the technical proposal (section 2.4) or can it be a partial proposal?

A8. Every portion of the technical proposal (Section 2.4) needs to be addressed.

Q9. What is the annual estimated number of attendees for the Leadership Academy?

A9. Estimated number of attendees for each of the four course types are:
- o   Orientation - 30 staff per year (25 new, 5 existing)
- o   Core Level Courses - 25 per year
- o   Specialty Courses - 5 staff per year
- o   Advanced Courses - All staff (300+ staff per year)

Section 1

Module 1 - Introduction

IT & Contact Information
The Leadership Academy
Overview of Indiana Vocational Rehabilitation
- VR Mission & Facts
- Staff
- VR Process
- VRS Initiatives

Staff Policy & Forms
- State Ethics
- Travel & Training Requests
- CRC Credits
- Job Description & Performance Evaluation

Module 2 - The Field of Disability Services

Understanding Disability
Types of Disabilities
Acronyms
VRC Role
Key Practices
- Informed Choice
- Integrated Setting
- Confidentiality & Prior Informed Written Consent
- Family Involvement
- Guardianship

Module 3 - Fiscal Accountability

Becoming a Vendor of the State
Fiscal Foundations
- Fiscal Documents
- Costs of Goods & Services – Medicaid Rates, Contracted Rates & Lowest Bid
- cc- Codes
- Paying a Vendor & Rectifying Fiscal Activity
- Documentation

Module 4 - Consumer Statuses

Status Descriptions
Status Definitions
Status Flowchart (Movements)
Status Guideline Timeframes

Section 2

Module 5 - Receiving & Processing a Referral

Referral Sources & Required Information at Referral
Basic Process
Common Issues

Module 6 - Taking an Application for VR Services

Purpose
- Gathering Information
- Developing Rapport
- Gaining Insight
- Notification of CAP & Consumer Rights

Obtaining Information to Determine Eligibility
- Having Records Released & New Diagnostic Testing

Understanding Consumer Benefits and Programs
- Social Security, Medicare, Medicaid & HIP
- Waiver Services
- Public Assistance & Worker's Compensation
- BIN Process
- SEFA Eligibility & Follow Along Options

Module 7 - VR Eligibility

The Basic Criteria
Obtaining Information to Determine Eligibility
- Use of Existing Medical/Psychological Information
- Presumption of Eligibility – Social Security
- Requesting New Diagnostics
- VRC Observation

Making the Determination
Impediment to Employment
Ineligibility

Refutation of the Presumption of Ability to Benefit
- Trial Work Experiences
- Extended Evaluations

Specific Circumstances & Conditions

Severity Determination
- Purpose
- Level of Severity
  - ✓ Functional Limitations
  - ✓ Multiple Services
  - ✓ Extended Period of Time

Section 3
Module 8 - Understanding Services & Vendors

Vocational Guidance & Counseling

Physical & Mental Restoration Services
- Specific Guidelines
- Qualified Professionals
- The Condition
- Comparable Benefits
- Maintenance, Repair & Replacement

Rehabilitation Technology Services
- Rehabilitation Engineering
- Assistive Technology & Devices
- Home & Vehicle Modifications

Training Services
- Post-Secondary Education
- Skills Training
- On-the-Job Training

Job Related Services
- Job Development & Placement
- OJT

Supported Employment
- Components
- Process
- RBF (Explained with Job Related Services as entire RBF Process)

Consultation & Technical Assistance
- Small Business Enterprise

Module 9 – Additional Services

Section 4

Module 10 – The Comprehensive Assessment

Module 11 – The Individualized Plan for Employment & Amendments

Module 12 – Closing a Case

Module 13 – Post Employment